



Using Achievement in Montana (AIM) and ePass Montana

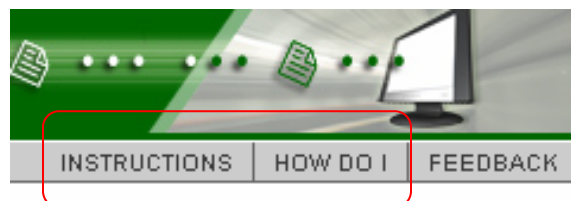
What is ePass Montana?

ePass Montana is a service provided on Montana's official state website, mt.gov, that provides the following benefits to Montana's businesses and citizens:

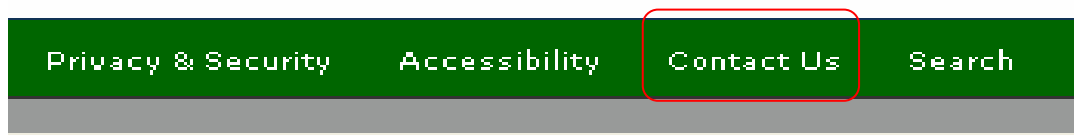
- Allows access to all authorized eGovernment services with one username and password
- Provides customization options for mt.gov so customers can personalize their services page
- Shows customers other government services that may be useful to them
- Grants them access into federal government services for which they are authorized

The Montana Office of Public Instruction (OPI) will use ePass to provide secure access to the AIM and Electronic Grants (E-Grants) Management System as well as to the State of Montana encrypted file transfer service. The login function should be available in AIM sometime in April 2007.

If you need assistance at any time, click on the How Do I link or the Instructions link located on each screen. If you would prefer to talk to an individual, please call 406-444-2000 and someone there will be able to assist you. The Help Desk hours for this web site are 8:00 a.m. to 5:00 p.m., Monday through Friday.




You may also choose to click on the **Contact Us** link. This allows the user to provide feedback on the services and content of the mt.gov web pages.



Setup an ePass account

The first step in using ePass is to create user account.

Open your web browser (Internet Explorer, Firefox, etc.) and go to:
<http://epass.mt.gov>



The screenshot shows the ePass Montana website. At the top is the mt.gov logo and a navigation bar with links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below this is a green banner with "EPASS MONTANA" and three buttons: Instructions, How Do I, and Feedback. The main heading is "Welcome to ePass Montana". To the left is an image of a briefcase. To the right is a text block: "ePass Montana is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone." Below this are two sections: "Existing Customer" and "New Customer". The "Existing Customer" section has fields for Username and Password, a "Forgot your password?" link, a link for "Montana State Employees", and a "Login" button. The "New Customer" section has the text "Create an ePass Montana account by selecting the button below:" and a "Create an Account" button, which is highlighted with a red rectangle. At the bottom is a green footer with links: Privacy & Security, Accessibility, Contact Us, and Search, along with the mt.gov logo.

If you do not have an ePass account:

Click on the **create an account** button. Enter all required information including a username and password.

Important information:

- Your username must be at least 6 characters.
- Your password must be at least 8 characters, **and** contain both letters and numbers.
- Your username and password are case sensitive.
- YOUR HINT IS IMPORTANT! Make sure that your hint will remind you of your password. Mt.gov cannot retrieve your password for you. The only way to retrieve your password is to have your hint emailed to you at one of the e-mail addresses you provide when setting up your account.

After setting up your account, you will either be taken to your customizable portal page, or to the service you were logging into, depending where you began.

The screenshot shows the 'Create an ePass Account' page on the mt.gov website. The page has a green header with the 'mt.gov' logo and navigation links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below the header, the title 'Create an ePass Account' is displayed, followed by links for 'Instructions', 'How Do I', and 'Feedback'. The form is divided into three sections: 'Personal Information', 'Contact Information', and 'Login Information'. The 'Personal Information' section includes fields for '*First Name' and '*Last Name'. The 'Contact Information' section includes fields for 'Daytime Phone', '*Primary Email', and 'Alternate Email'. The 'Login Information' section includes fields for '*Username', '*Password', '*Verify Password', and '*Password Hint'. A dashed box contains instructions about the username and password requirements. At the bottom of the form is a 'Continue' button. The footer of the page includes links for 'Privacy & Security', 'Accessibility', 'Contact Us', and 'Search', along with the 'mt.gov' logo.

mt.gov
Montana's Official State Website

EPASS MONTANA

About Montana | Tourism & Recreation | Working & Living | Online Services | Business | Government | Education

Create an ePass Account [Instructions](#) [How Do I](#) [Feedback](#)

— **Personal Information** —

* Required field

*First Name:

*Last Name:

— **Contact Information** —

Daytime Phone:

*Primary Email:

Alternate Email:

— **Login Information** —

*Username:

*Password:

*Verify Password:

*Password Hint:

About your username and password:

- username must be at least 6 characters long
- password must be at least 8 characters long
- password use both letters and numbers
- password must be different than your username
- password is case sensitive

Privacy & Security | Accessibility | Contact Us | Search

mt.gov
Montana's Official State Website

Secure File Transfer Service

The State of Montana's File Transfer Service allows for easy transfer of large computer files to and from customers of state government services. It is designed to facilitate file exchange when files are too large for email (over 4 Mb) and allows for secure transfer of sensitive data.

This service requires no software except for a web browser (Internet Explorer, Firefox, etc.). All aspects of the transfer are securely encrypted, ensuring that customers meet all security requirements under state and federal information privacy regulations. Files are scanned for viruses during transfer. An automated reminder system notifies the recipient of files they have available for download. Files must be downloaded within fifteen days, after which the transfer expires and the files are automatically removed from the service.

The secure file transfer service will allow the OPI AIM staff to assist you with data cleanup of your student records in the AIM system. Due to the State of Montana security policies and guidelines as well as the Family Educational Rights and Privacy Act (FERPA), the OPI needs to keep student data confidential. This service can be used by the OPI and school district staff to send student files back and forth in a secure manner.

To use the secure file transfer service, you must have an ePass account. Please refer to page one of this document to set up your account.

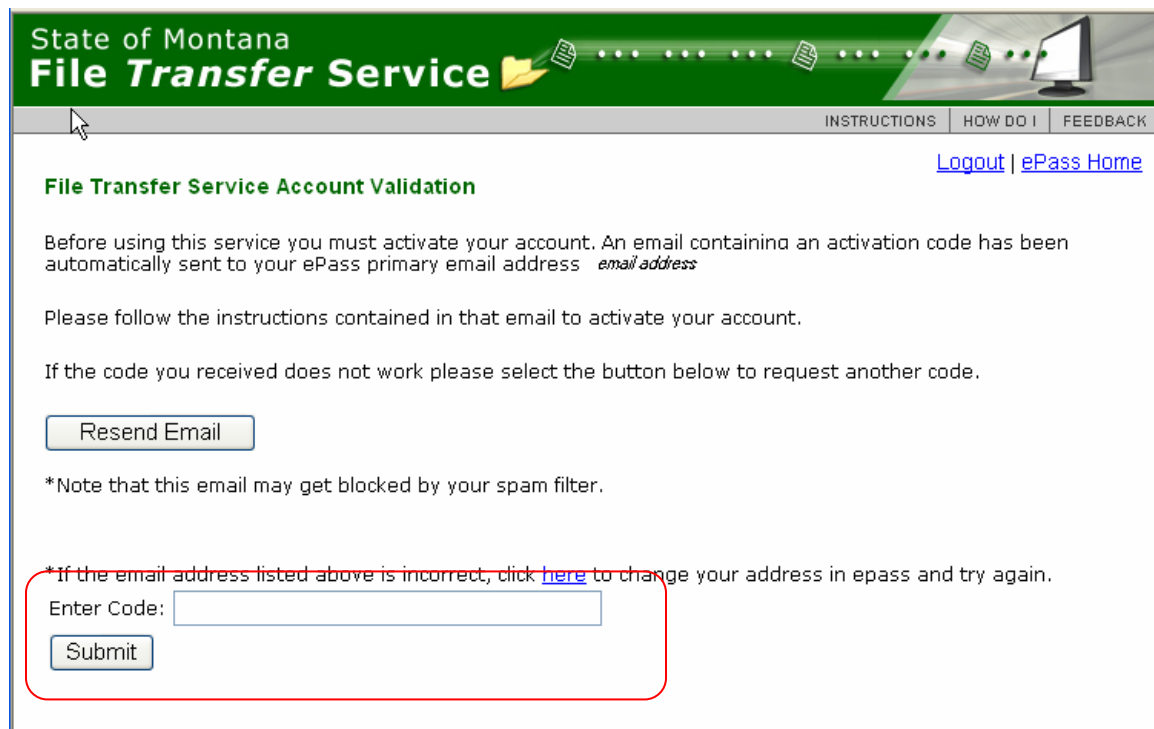
Once your account has been created, you will need to add the file transfer service to your new ePass account.

Click on **File Transfer Service** as indicated on the screen below.

The screenshot shows the mt.gov website with the following elements:

- Header:** mt.gov logo with the tagline "Montana's Official State Website". A navigation bar includes links for About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education.
- EPASS MONTANA:** A green banner with the text "EPASS MONTANA".
- Welcome, Sara Loewen:** A personalized greeting with links for Home, Edit My Account, and Logout.
- Instructions:** A section with buttons for Instructions, How Do I, and Feedback.
- News and Information:** A section with a placeholder for news.
- Your ePass Services:** A section with a placeholder for services.
- Services you may add to your ePass account:** A section with a list of services, including "Vendor List" and "File Transfer Service" (highlighted with a red box).
- Most Popular:** A section with a placeholder for popular content.
- My Favorites:** A section with a form to add a link to favorites, including fields for "New URL:" and "Link Name:", and an "Add" button.
- Footer:** A green bar with links for Privacy & Security, Accessibility, Contact Us, and Search, along with the mt.gov logo.

When you click on File Transfer Service, the following screen will appear. An activation code will then be emailed to you.



The screenshot shows the 'State of Montana File Transfer Service' header with a green background and a navigation bar containing 'INSTRUCTIONS', 'HOW DO I', and 'FEEDBACK'. Below the header, there are links for 'Logout' and 'ePass Home'. The main section is titled 'File Transfer Service Account Validation'. It contains the following text: 'Before using this service you must activate your account. An email containing an activation code has been automatically sent to your ePass primary email address *email address*'. Below this, it says 'Please follow the instructions contained in that email to activate your account.' and 'If the code you received does not work please select the button below to request another code.' There is a 'Resend Email' button. A note states '*Note that this email may get blocked by your spam filter.' Another note says '*If the email address listed above is incorrect, click [here](#) to change your address in epass and try again.' At the bottom, there is a form with the label 'Enter Code:', a text input field, and a 'Submit' button. A red rectangle highlights the 'Enter Code:' label, the input field, and the 'Submit' button.

State of Montana
File Transfer Service

INSTRUCTIONS | HOW DO I | FEEDBACK

[Logout](#) | [ePass Home](#)

File Transfer Service Account Validation

Before using this service you must activate your account. An email containing an activation code has been automatically sent to your ePass primary email address *email address*

Please follow the instructions contained in that email to activate your account.

If the code you received does not work please select the button below to request another code.

[Resend Email](#)

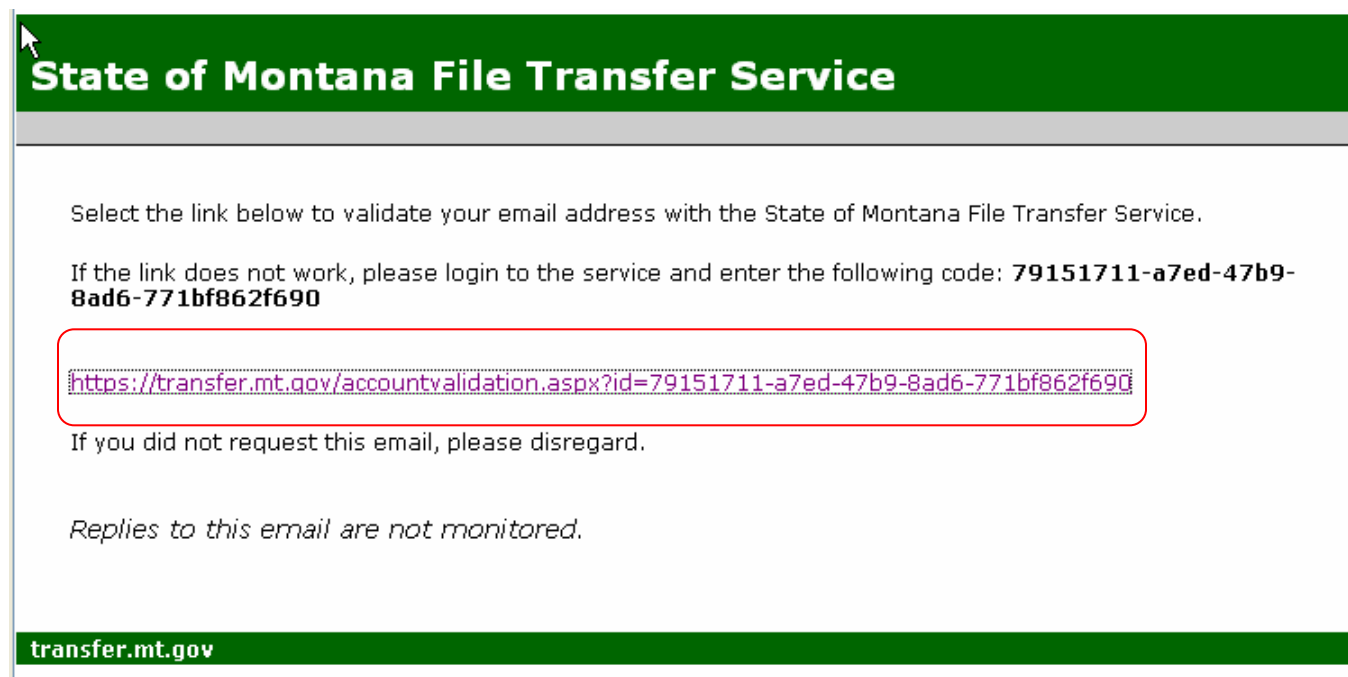
*Note that this email may get blocked by your spam filter.

*If the email address listed above is incorrect, click [here](#) to change your address in epass and try again.

Enter Code:

[Submit](#)

Open your email Inbox. A message similar to the screen below will appear in your email. Click on the link provided in the email.



The screenshot shows an email message with a green header that reads 'State of Montana File Transfer Service'. The body of the email contains the following text: 'Select the link below to validate your email address with the State of Montana File Transfer Service.' followed by 'If the link does not work, please login to the service and enter the following code: **79151711-a7ed-47b9-8ad6-771bf862f690**'. Below this, a URL is provided in a red-bordered box: <https://transfer.mt.gov/accountvalidation.aspx?id=79151711-a7ed-47b9-8ad6-771bf862f690>. The email concludes with 'If you did not request this email, please disregard.' and 'Replies to this email are not monitored.' The footer of the email is a green bar with the text 'transfer.mt.gov'.

State of Montana File Transfer Service

Select the link below to validate your email address with the State of Montana File Transfer Service.

If the link does not work, please login to the service and enter the following code: **79151711-a7ed-47b9-8ad6-771bf862f690**

<https://transfer.mt.gov/accountvalidation.aspx?id=79151711-a7ed-47b9-8ad6-771bf862f690>


If you did not request this email, please disregard.

Replies to this email are not monitored.

transfer.mt.gov

The following screen will indicate your account has been activated.

State of Montana
File Transfer Service



INSTRUCTIONS | HOW DO I | FEEDBACK

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Your Account Has Been Activated

Thank you for activating your File Transfer Service account. You may now access this service by selecting the link below.

[File Transfer Service](#)

You will now be placed in the File Transfer Service menu.

State of Montana
File Transfer Service





INSTRUCTIONS | HOW DO I | FEEDBACK

[Logout](#) | [ePass Home](#)

Welcome Valerie Hartman to the State of Montana File Transfer Service

Please select an option from the list below:

 [Send a new file or files](#)

 [View a list of received files](#)

SentReceived

X	To	File Name	Date Sent	Status
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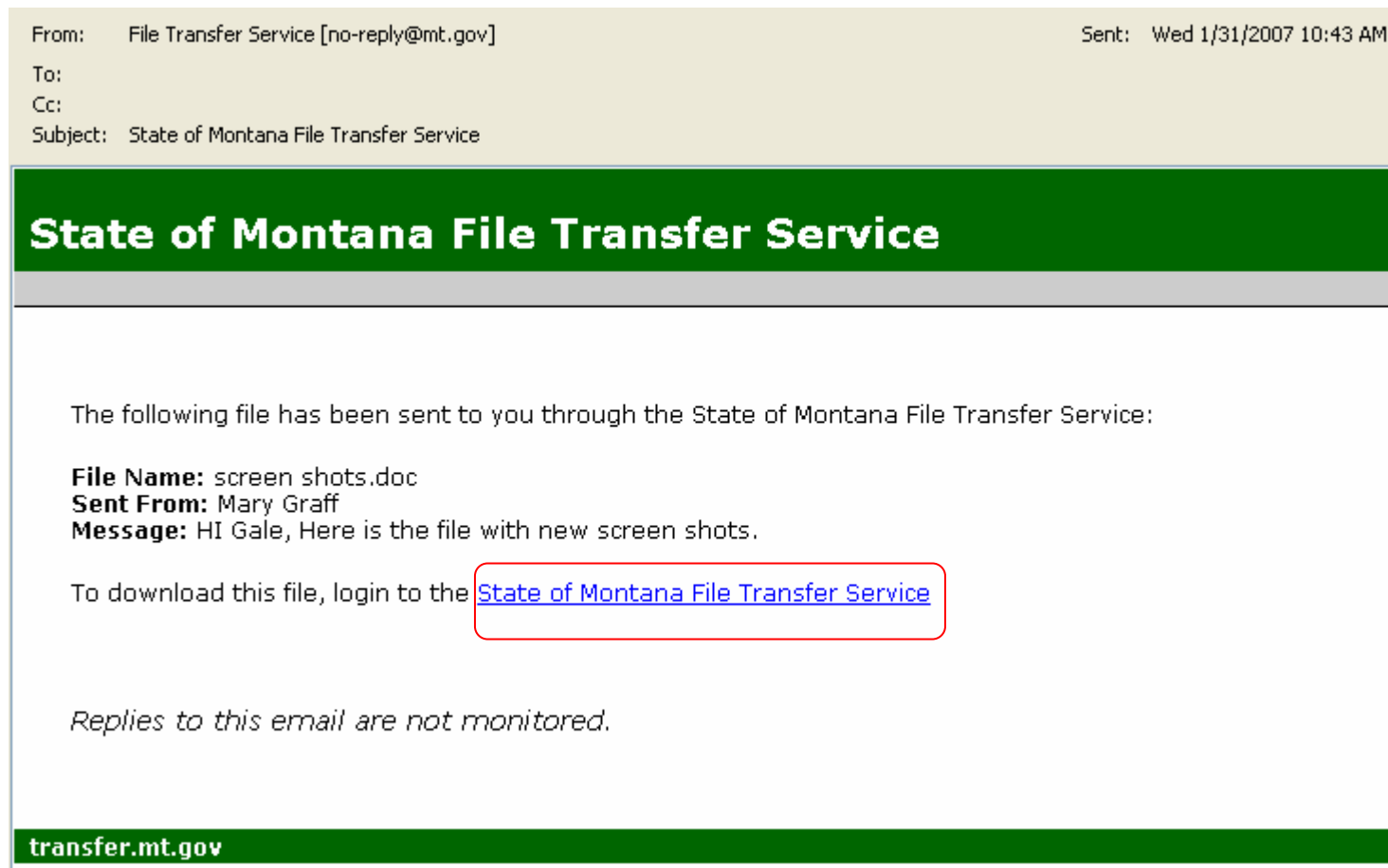
Delete Selected Files

Receiving Files

You will receive an email message similar to the screen below when you have been sent a secure file from a state of Montana employee.

Click on the file transfer service link in the email to be taken to the ePass login screen.

If you have not set up an ePass account, you will need to do so now. See page two of this document for directions.



You may also go directly to the ePass Montana link at <http://epass.mt.gov> and login with your ePass id and password.

Once you are logged in, the following screen will appear. Click on **Download File**.

The screenshot shows the 'State of Montana File Transfer Service' web interface. At the top is a green banner with the service name and a navigation bar with links for 'INSTRUCTIONS', 'HOW DO I', and 'FEEDBACK'. Below the banner, there are links for 'Logout' and 'ePass Home'. The main section is titled 'Status of Received Transfer :'. It contains a 'User Information' box with the following details: From: Gale Kramlick, To: Mary Graff, Filename: Molasses Cookies.doc, Status: Ready for Download, and Approximate Size: 25 Kb. A 'Download File' button is highlighted with a red rectangle. Below this is a warning message about reporting suspicious transfers. Further down are sections for 'Attached Message' (Message: Test file for you) and 'System Messages'. The 'System Messages' section shows two entries: 'File downloaded' (The file was downloaded successfully, 1/31/2007 10:37:04 AM) and 'Virus Scan' (Virus scan successful for Molasses Cookies.doc. The file is now ready for download, 1/31/2007 9:20:11 AM). At the bottom are buttons for '<< Back' and 'Print'.

State of Montana
File Transfer Service

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[Logout](#) | [ePass Home](#)

Status of Received Transfer :

User Information

From: Gale Kramlick
To: Mary Graff
Filename: Molasses Cookies.doc
Status: Ready for Download
Approximate Size: 25 Kb

[Download File](#)

If you do not know who sent this file, or for what purpose, please select the [Report Suspicious Transfers](#) link. A report will be automatically sent to the Department of Administration.

Attached Message

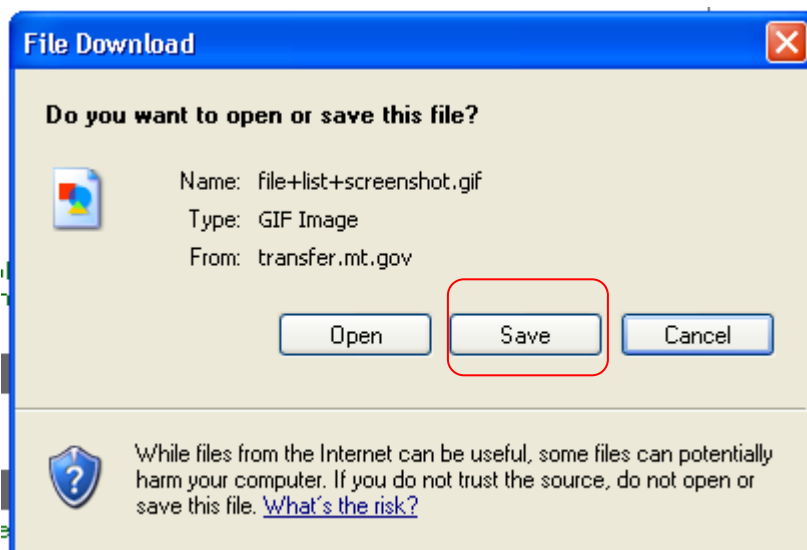
Message: Test file for you

System Messages

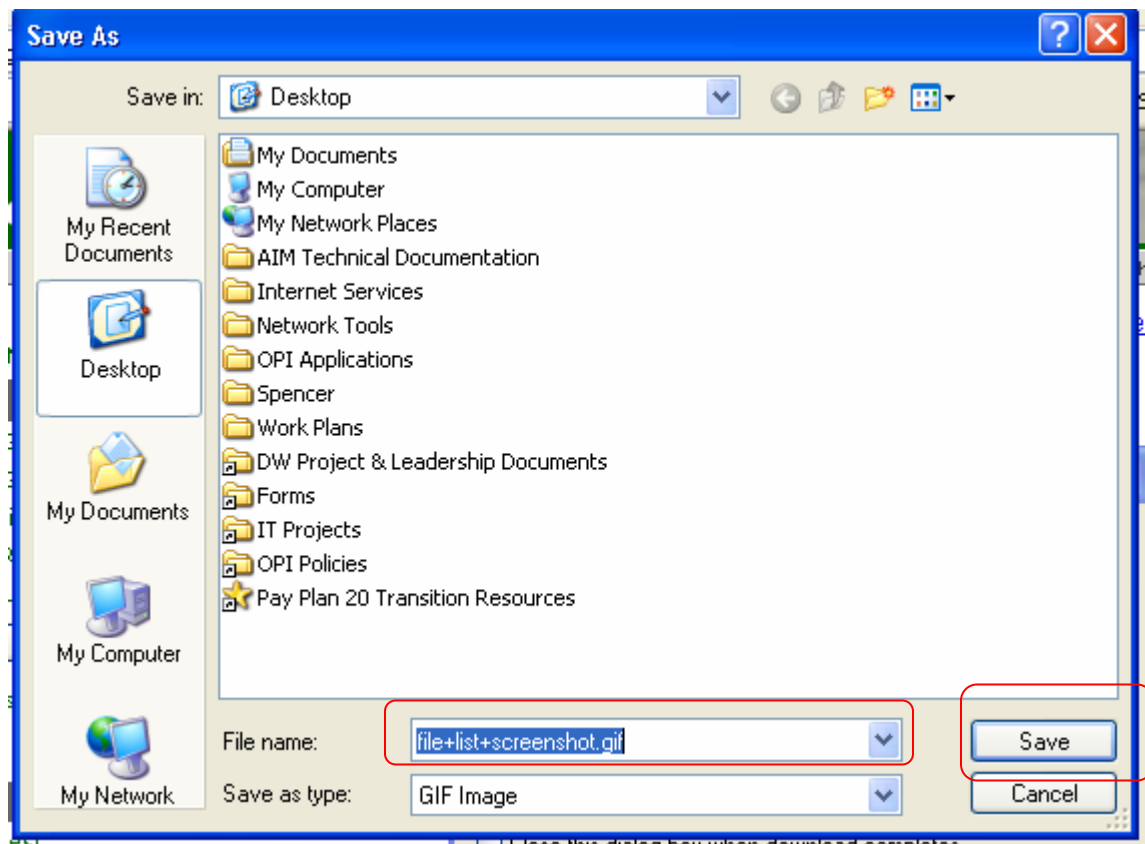
File downloaded	The file was downloaded successfully	1/31/2007 10:37:04 AM
Virus Scan	Virus scan successful for Molasses Cookies.doc. The file is now ready for download.	1/31/2007 9:20:11 AM

[<< Back](#) [Print](#)

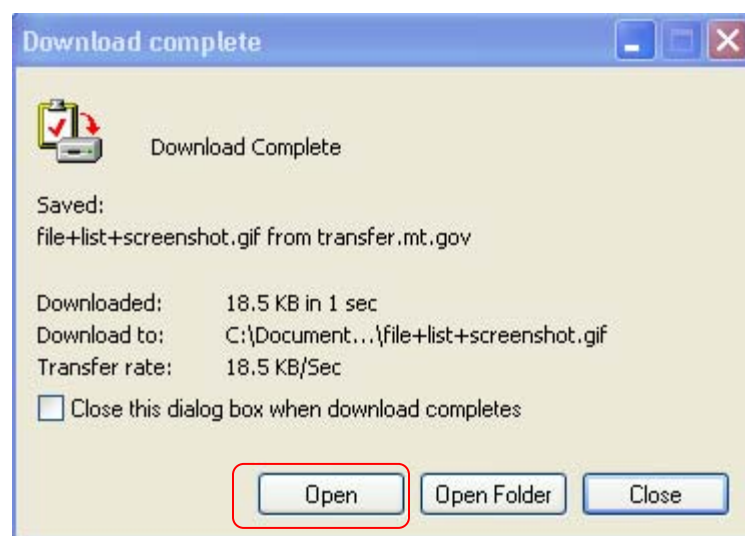
At this point, you should click on **Save**



Select a folder where you would like to save the file and change the file name to a name of your choice and then click on **Save**.



You will be notified when the download is complete. You may then either click on **Open** to open the file and begin working on it or click on **Close** and open the file at a different time.



Be sure to **Logout** of ePass when you are finished downloading your file or return to **ePass Home** if you prefer to stay logged in or have other government services you wish to access.

State of Montana
File Transfer Service

INSTRUCTIONS | HOW DO I | FEEDBACK

[Logout](#) | [ePass Home](#)

Status of Received Transfer :

User Information

From: Gale Kramlick
To: Gale Kramlick
Filename: file list screenshot.gif
Status: Ready for Download
Approximate Size: 19 Kb

Download File

If you do not know who sent this file, or for what purpose, please select the [Report Suspicious Transfers](#) link. A report will be automatically sent to the Department of Administration.

Attached Message

Message: test

System Messages

File downloaded	The file was downloaded successfully	1/31/2007 8:03:49 AM
Virus Scan	Virus scan successful for file list screenshot.gif. The file is now ready for download.	1/31/2007 7:58:10 AM

<< Back

Print

Sending Files

Login to your ePass account by going to <http://epass.mt.gov>.

If you have not created an ePass account, please go to page two of this document for instructions on creating the account.

Once logged in, a screen similar to the following will appear. Click on **File Transfer Service**.

The screenshot shows the EPASS MONTANA website interface. At the top is the mt.gov logo and navigation tabs: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below the navigation is a green banner with 'EPASS MONTANA'. The user is logged in as 'Gale Kramlick'. There are links for Home, Edit My Account, and Logout. Below these are buttons for Instructions, How Do I, and Feedback. The main content area has a 'News and Information' section. Below that are four sections: 'Your ePass Services' (with 'File Transfer Service' highlighted), 'Services you may add to your ePass account' (with 'Vendor List'), 'Most Popular' (with 'File Transfer Service'), and 'My Favorites' (with a form to add a link).

mt.gov
Montana's Official State Website

EPASS MONTANA

About Montana | Tourism & Recreation | Working & Living | Online Services | Business | Government | Education

Welcome, Gale Kramlick [Home](#) | [Edit My Account](#) | [Logout](#)

[Instructions](#) [How Do I](#) [Feedback](#)

News and Information

Your ePass Services

- ▶ [File Transfer Service](#)

Services you may add to your ePass account

- ▶ [Vendor List](#)

Most Popular

- ▶ [File Transfer Service](#)

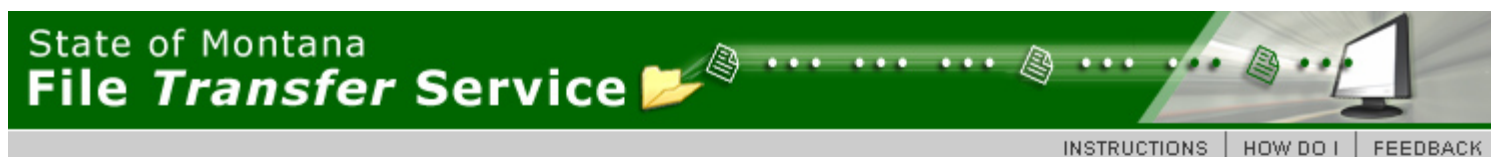
My Favorites

Add a link to My Favorites:

New URL:

Link Name:

Click on **Send a new file or files.**



[Logout](#) | [ePass Home](#)

Welcome Gale Kramlick to the State of Montana File Transfer Service

Please select an option from the list below:

- ☐ [Send a new file or files](#)
- ☐ [View a list of received files](#)

Sent		Received		
X	To	File Name	Date Sent	Status
<input type="checkbox"/>	Gale Kramlick	file list screenshot.gif	1/31/2007 7:56:42 AM	Ready for Download
<input type="checkbox"/>	Sara Loewen	ePassBrochure.pdf	1/31/2007 7:35:33 AM	Ready for Download

[Delete Selected Files](#)

Browse to the file you would like to send and then click **Add to File List**. If you would like to add more files, browse again and click **Add to File List**. When you are satisfied with file list, click on **Continue**.

State of Montana
File Transfer Service

INSTRUCTIONS

HOW DO I

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Send a File or Files

Upload

File to be sent:

Browse...

Press the "Add to File List" button to begin uploading your file. This may take a long time depending on your file size and connection speed.

+ Add To File List

- Remove From File List

Upload Status:

Complete: 1.0 KB at 1.0 KB/s took 00:00

Cancel

Continue

Select the recipients of the files you are sending. You may select either a state employee, ePass Montana customer, or previous recipient. Once the email address has been entered, select **Add to Recipient List**. You may also include a message for the recipient. Click on **Send**.

State of Montana

File Transfer Service

[INSTRUCTIONS](#)
[HOW DO I](#)
[FEEDBACK](#)

Select the Recipient(s)

State Employee	ePass Montana Recipient	Previous Recipients
<div>Enter the Email Address:</div> <div></div> <div>+ Add To Recipient List</div>		<div>Select a Recipient of a Previous Transfer:</div> <div>Sara Loewen</div>
<div>OR</div> <div>Enter the Name (Last, First):</div> <div></div> <div>Lookup...</div>	<div>Enter the ePass Montana Customer's Email Address:</div> <div></div> <div>+ Add To Recipient List</div>	<div>+ Add To Recipient List</div>

Selected Recipient List:

- Remove From Recipient List

Enter a Message for the Recipient(s):


Cancel

<< Back

Send

When your file has been sent, you will receive a Sent Receipt. Click **continue**.

State of Montana
File Transfer Service



INSTRUCTIONS | HOW D

Your File(s) have been Sent

Sent Receipt

The following file(s) have been sent on 1/31/2007 7:36:46 AM

- ePassBrochure.pdf

The files were sent to:

- Sara Loewen(sloewen@mt.gov)

Check the file(s) status by referring to your sent box.

[Print](#) [Continue](#)

The following screen will appear. If you have finished sending your file(s), **logout** of ePass or return to **ePass Home** if you prefer to stay logged in or have other government services you wish to access.

State of Montana
File Transfer Service

INSTRUCTIONS | HOW DO I | FEEDBACK

[Logout](#) | [ePass Home](#)

Welcome Gale Kramlick to the State of Montana File Transfer Service

Please select an option from the list below:

- [Send a new file or files](#)
- [View a list of received files](#)

SentReceived

X	To	File Name	Date Sent	Status
<input type="checkbox"/>	Mary Graff	2007 Bill Draft Requests of Potential IT Impact.doc	2/1/2007 6:34:58 AM	Processing File

Delete Selected Files